JOB CREATION
instructions...

Helpful hint

1 **LOG IN:**

- Open a web browser
- Go to https://joinhandshake.com/
- Select "Log In"

2 **POST A JOB:**

- On the home page, select "Post a Job".
- Fill in the appropriate information on the screens that follow.
- When each section is complete, click "Next" at the bottom of the page to progress to the next section.
- Do this for each section until you have filled in all sections.
- Click create to create the job posting.
- The more detailed you are in your information and job description, the better responses you will receive from students.

3 **EMAIL BRETT MERRELL: GODDARD CAREER SERVICES**

- When you have completed your job posting, send an email to brettmerrell@weber.edu
- Upon receipt, he will review the job and give any potential feedback to improve your quality of candidates

Do not change this setting. Career Services will still have to approve any jobs